



INDOCTRINATION AND TRAINING OF PERSONNEL

Quality Implementing Procedure ID: OSTI-LBNL-QIP-2.0, Rev. 0, Mod. 0

Effective 04/30/2004

1. PURPOSE

This Quality Implementing Procedure (QIP) establishes the responsibilities and processes of the Office of Science & Technology and International (OSTI)-Lawrence Berkeley National Laboratory (LBNL) Project to ensure minimum requirements for personnel education and experience are met, proficiency is achieved and maintained, and capability to adapt to changes in technology, methods, or job responsibilities is maintained.

2. SCOPE

This QIP describes the indoctrination and training responsibilities of the OSTI-LBNL Project to meet the requirements of the U.S. Department of Energy (DOE) Office of Civilian Radioactive Waste Management (OCRWM) *Quality Assurance Requirements and Description* (QARD), DOE/RW-0333P. This procedure has been prepared in accordance with OSTI-LBNL-QIP-5.0, *Preparing the Quality Assurance Plan and Quality/Technical Implementing Procedures*.

This procedure applies to OSTI-LBNL technical personnel and Quality Assurance (QA) technical support staff who perform or verify scientific investigation activities, and software development activities, and personnel who manage these activities. This procedure also applies to non-LBNL personnel conducting quality-affecting work on the OSTI-LBNL Project under OSTI-LBNL supervision.

This QIP does not apply to secretarial, clerical, administrative, or computer support personnel. These personnel may attend QA training if the Project Manager (PM) (or designee) requests it. Authors of QIPs and Technical Implementing Procedures (TIPs) do not require training to those procedures.

3. PROCEDURE

3.1 Establishment of Requirements

The **Deputy Project Manager (PM)** (or designee) shall:

- 3.1.1 Establish the indoctrination and training requirements necessary for OSTI-LBNL personnel to work. As a minimum, QA Indoctrination and Training shall consist of an overview of the OSTI-LBNL QA Program, the OSTI-LBNL QA Plan, applicable criteria, codes and regulatory standards, and specific training to implementing procedures applicable to the work.
- 3.1.2 Ensure OSTI-LBNL personnel who possess previously documented indoctrination and training (including personnel working for the LBNL-

Yucca Mountain Project), meet the requirements of the currently assigned job functions.

- 3.1.3 If personnel from another organization, are conducting OSTI-LBNL quality-affecting tasks, coordinate with that organization to determine whether additional training requirements apply, and if needed, document the training in accordance with Section 3.4.3.
- 3.1.4 Revise training requirements if changes in technology, methods, job requirements, or employee performance warrant.
- 3.1.5 Ensure that indoctrination and training are completed prior to personnel performing quality-affecting work.

3.2 Documentation of Requirements

- 3.2.1 The OSTI-LBNL **Training Coordinator** shall maintain a list of all OSTI-LBNL personnel who are involved with quality affecting work, by Position Description, (as described in OSTI-LBNL-QIP-2.1, *Establishment and Verification of Required Education and Experience of Personnel*) and by name. The Training Coordinator shall ensure indoctrination and training requirements for each OSTI-LBNL position are documented in a Training Matrix (Attachment 1), or equivalent.
- 3.2.2 The **Deputy PM** (or designee) shall approve the Training Matrix
- 3.2.3 When changes in indoctrination or training requirements or personnel occur, the **Deputy PM** (or designee) shall ensure the Training Matrix is updated and approved as described above.
- 3.2.4 The **Training Coordinator** shall maintain and track personnel training files to determine whether each individual identified on the Training Matrix has all the required training.

3.3 Training Development

- 3.3.1 Training (including indoctrination) may consist of classroom presentations, video presentations, read-and-sign material, computer-based training, or other instructional methods.
- 3.3.2 The **QA Manager** shall ensure development of QA Indoctrination materials that includes the following subjects: an overview of the OSTI-LBNL QA Program, OSTI-LBNL QA Plan, criteria, applicable codes, regulations, and standards.
- 3.3.3 The **QA Manager** shall ensure development of QA Program Training that includes an overview of the OSTI-LBNL Project tasks, specific methods of

implementing the OSTI-LBNL QA Program, including applicable QIPs and TIPs and associated job responsibilities and authority, thereof.

3.4 Training Implementation

3.4.1 Prior to the employee's performance of OSTI-LBNL activities, the **Training Coordinator** (or designee) shall train employees requiring the QA training identified above, or shall assign trainers as needed. Training shall, at a minimum, consist of:

- The initial OSTI-LBNL Project Overview (Attachment 2).
- Specific QIPs/TIPs appropriate to the work to be performed.

3.4.2 **OSTI-LBNL Personnel** shall complete indoctrination and training as directed by the Training Coordinator.

3.4.3 **OSTI-LBNL Personnel** shall document completed indoctrination and training on Training Attendance (Attachment 3) or obtain evidence of completed training, and ensure a copy is provided to the Training Coordinator.

3.4.4 The **Training Coordinator** shall maintain a file of training completion documentation for each employee.

4. RECORDS

Personnel training records identified below fall under the Privacy Act System of Records and require special handling per OSTI-LBNL-QIP-17.0. QA records shall be submitted to the Records Processing Center (RPC) per OSTI-LBNL-QIP-17.0 as a records package or as individual records.

4.1 QA Records

Individual Records
Training Matrix
Training Attendance

4.2 Non-QA Long-Term Records

None

4.3 Non-QA Short-Term Records (three years or less retention)

None

5. RESPONSIBILITIES

- 5.1** The **Deputy Project Manager** (PM) (or designee) is responsible for establishing indoctrination and training requirements for OSTI-LBNL personnel, and approving the OSTI-LBNL Training Matrix.
- 5.2** The **QA Manager** is responsible for ensuring development of a QA Indoctrination and Training Program that includes an overview of the OSTI-LBNL QA program, the OSTI-LBNL QA plan, applicable criteria, codes and regulatory standards, and specific training to implementing procedures applicable to the work.
- 5.3** The **Training Coordinator** is responsible for maintaining a list of OSTI personnel, documenting training requirements, and implementing the Training Program as established by the QA Manager. The Training Coordinator shall track indoctrination and training for each employee.
- 5.4** **OSTI-LBNL Personnel** are responsible for completing assigned training and providing the Training Coordinator with documented evidence that training has taken place.

6. ACRONYMS AND DEFINITIONS

6.1 Acronyms

DOE	U.S. Department of Energy
LBNL	Lawrence Berkeley National Laboratory
OCRWM	Office of Civilian Radioactive Waste Management
OSTI	Office of Science & Technology and International
PI	Principal Investigator
PM	Project Manager
QA	Quality Assurance
QARD	Quality Assurance Requirements and Description
QIP	Quality Implementing Procedure
RPC	Records Processing Center
TIP	Technical Implementing Procedure

6.2 Definitions

Position Description: Documentation maintained for each employee that contains verifiable minimum education and experience requirements as well as defines the types of duties and responsibilities expected to be performed.

QA Indoctrination: Information provided to OSTI-LBNL employees that provides an overview of the OSTI-LBNL QA Program and establishes requirements and responsibilities in the following subjects: general criteria, applicable codes, regulations, and standards.

7. REFERENCES

DOE/RW-0333P, *Quality Assurance Requirements and Description*

OSTI-LBNL-QIP-2.1, *Establishment and Verification of Required Education and Experience of Personnel*

OSTI-LBNL-QIP-5.0, *Preparing the Quality Assurance Plan and Quality/Technical Implementing Procedures*

OSTI-LBNL-QIP-17.0, *Records Management*

8. ATTACHMENTS

Attachment 1 - Training Matrix

Attachment 2 - OSTI-LBNL Project Overview

Attachment 3 - Training Attendance

9. REVISION HISTORY

04/30/2004 Revision 0, Modification 0

Initial Issue

10. APPROVALS

(Signature on File)

Preparer: Marlene Dotterer

Date

(Signature on File)

Technical Reviewer: Vivi Fissekidou

Date

(Signature on File)

Technical Reviewer: Yvonne Tsang

Date

(Signature on File)

QA Reviewer: Nancy Aden-Gleason

Date

(Signature on File)

Project Manager: Gudmundur Bodvarsson

Date

Complete only applicable spaces

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OSTI-LBNL QA Program Overview
(Contains Privacy Act Information)

Employee Name: _____

Overview Summary

- ☐ Description of the OSTI-LBNL QA Program
- ☐ OSTI-LBNL QA Plan, criteria, applicable codes, regulations, and standards
- ☐ Organization chart, lines of reporting
- ☐ Quality Implementing Procedures (QIPs) (applicable required QIPs are documented on the Training Matrix)
- ☐ Technical Implementing Procedures (TIPs) (applicable required TIPs are documented on the Training Matrix)
- ☐ Surveillances and Audits
- ☐ Location of QA Records

I have been indoctrinated to the above mentioned concepts and documents. I have been trained to the QIPs/TIPs required for my work and understand that should I have any questions related to the OSTI-LBNL Project, I may seek assistance from the Principal Investigator / Quality Assurance Manager or delegate.

OSTI-LBNL Employee Signature:

Date:

Trainer:

Date:

PI or QA Manager:

Date:

OSTI-LBNL TRAINING ATTENDANCE

Make all entries below in dark ink; single line, initial, and date all errors.

Complete only applicable items.

☐ Classroom Training

☐ Briefing

☐ Reading Assignment

☐ Other _____

TITLE/LESSON PLAN/REV.NO.:

DATE OF TRAINING:

TIME TRAINING STARTED:

BRIEF SUMMARY OF MATERIAL COVERED:

INSTRUCTOR: (Print Name and Sign

LOCATION:

PRINTED NAME OF ATTENDEE

(Last, First, Middle Initial)

SIGNATURE OF ATTENDEE

ORGANIZATION

EXAMPLE

CONTAINS PRIVACY ACT INFORMATION